



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)

Statewide

Location: Personnel/Payroll Services Division, 21st Century Project
710 Riverpoint Court, Suite 150, West Sacramento, CA 95605

Issue Date: 08/21/06

Final Filing Date: Until Filled

Contact/Telephone:

Tim Ramsden, (916) 375-6096

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1139 -011

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of the manager of the Project Planning Office (PPO)/Business Management Office within the 21st Century Project, the incumbent provides clerical and administrative support to the project manager and project staff.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Act as receptionist for 21st Century Project office. Greet and direct visitors, screen and route incoming correspondence and telephone contacts. Maintain electronic calendars for manager. In the absence of the Secretary, provide back-up telephone reception duties and electronic calendar scheduling to the Chief, Business Operations (CEA I) and the Chief, Technology Operations (DPM IV).
- Independently develop and prepare various types of correspondence, reports, and spreadsheets using a personal computer and software applications (see above). Review outgoing correspondence for consistency with administrative policy and format; ensure that corrections are made as needed.
- Develop and maintain the PPO's filing system and retrieve materials as needed. Maintain reference manuals and materials, and photocopy documents as needed.
- Schedule on-site and off-site meetings and/or conferences, schedule travel arrangements and reserve meeting sites, prepare meeting and conference agenda, notices and materials. Reconfirm meeting site and participant availability, reschedule or relocate meetings as needed.
- Maintain the inventory of supplies and equipment, order additional items as needed, verify that ordered supplies are received.
- Assist attendance coordinator by receiving, auditing and forwarding the 21st Century Project staff's monthly attendance sheets (STD 634). Work with employees and managers to correct 634's as needed.
- May work on special projects, assist with research, and/or analyze issues related to the administration of the 21st Century Project.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Strong organizational, communication, and interpersonal skills;
- Ability to interact with all levels of staff and management;
- Initiative, tact, and diplomacy;
- Ability to complete assignments efficiently, accurately, and promptly; and
- Familiarity with Microsoft Office Suite applications including Outlook, Word, Excel, PowerPoint and Access.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division, 21st Century Project
710 Riverpoint Court, Suite 150
West Sacramento, CA 95605

Attn: Tim Ramsden